STARS
Student Tracking and Reporting System

Elementary School
Daily Attendance
User Guide
eSIS v 9.0
Version 1

Updated on:
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**Elementary School
Daily Attendance
User Guide**

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Overview

Taking attendance is a daily function all schools must perform within the school environment. It generates truancy reports for the District of Columbia Public School System and the individual DCPS schools, as well as keeps track of the student attendance record. In an Elementary School environment, students are taught in a self contained classroom learning every subject matter. Therefore, recording a student's attendance for the school day is performed one time, known as Daily Attendance. The attendance record created counts the student as either absent or present for the day.

Objectives

Upon completion of this session, participants should be able to:
- Successfully access the Attendance Module of DCSTARS
- Enter Daily Attendance in the Home Room Entry Screen
- Enter full day and multi-day absences
- Complete Daily Attendance in the Mass Entry Screen
- Perform Mass Sign In and Sign Out entry
- Successfully accessing and viewing Student Absences
- Generating Student Absence reports
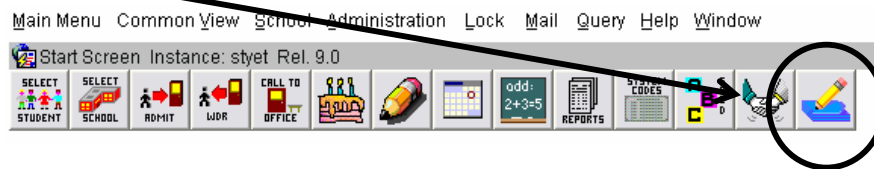
Participant Prerequisites

The participants of this class should have successfully completed the following training classes:
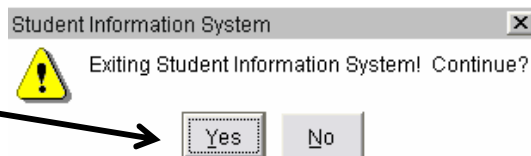
*DC STARS Overview

Accessing the Attendance Module

From the DCSTARS start screen, the user is able to begin documenting students' attendance by entering the Attendance Module.
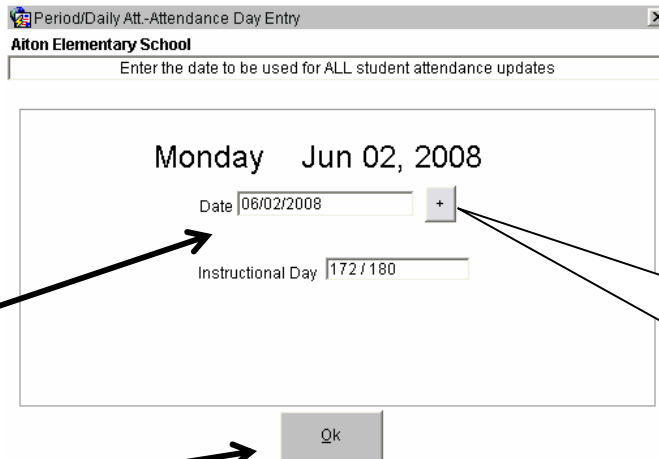Select the Attendance icon on the DCSTARS toolbar.

Select **Yes** to exit the Student Information System.

The Date field automatically defaults to the current date. If attendance is entered for a different date, manually enter the attendance date.
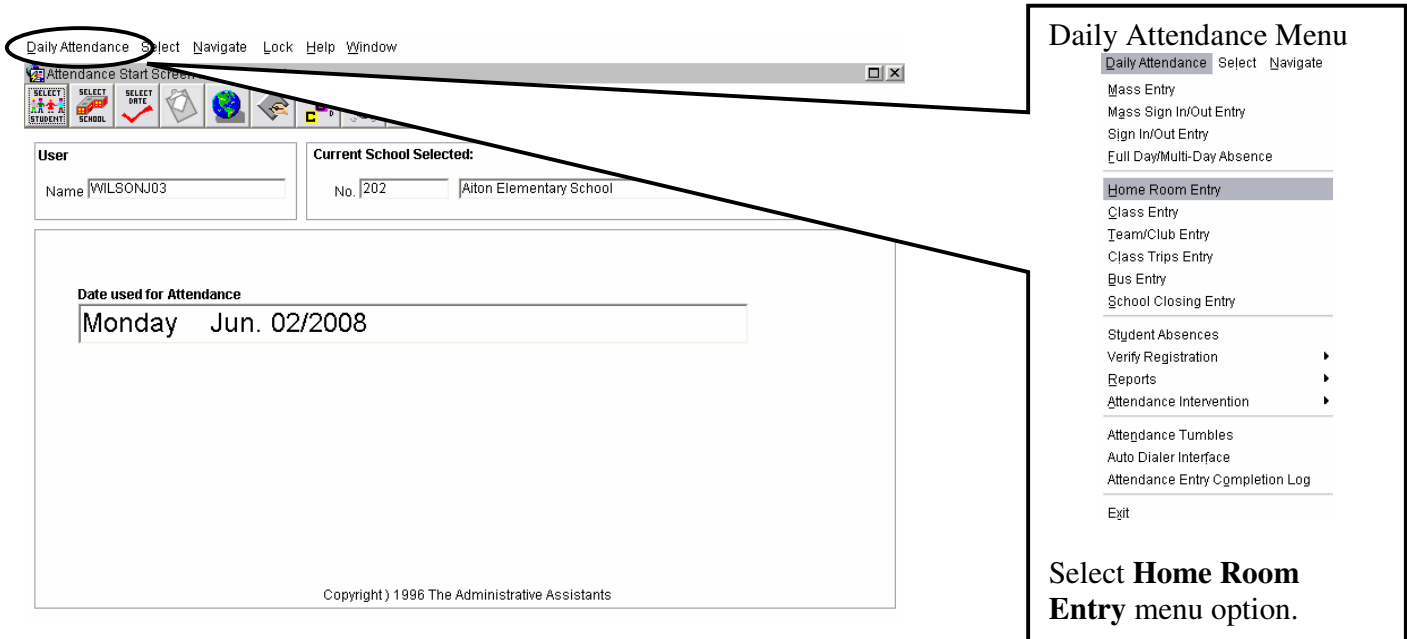
Click the plus sign to choose a date from the calendar.

Click Ok after the correct date is selected.

The Daily Attendance Start Screen will display.

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1) **Daily Attendance Homeroom Class Entry Screen**

   Daily Attendance Homeroom Class Entry Screen is used to mark students absent from class.
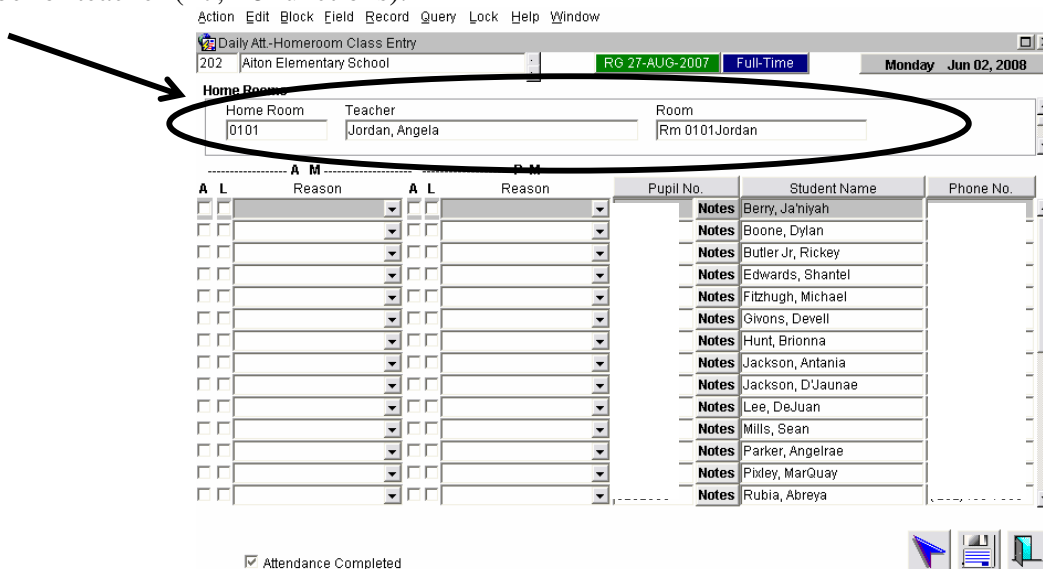
Daily Attendance Menu

Select **Home Room Entry** menu option.

The Daily Attendance Homeroom Class Entry Screen will display. Query to select the desired homeroom number or teacher (F7, F8 functions).

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In the AM section of the Daily Attendance Homeroom Class Entry screen, place a checkmark in the **A** column for <u>absent</u> students and a checkmark in the **L** column for <u>late</u> students. For each record, select the Reason dropdown menu to select the proper Reason for the absence. If the student is marked Tardy, make sure the word "Tardy" is contained in the Reason dropdown option.

Note: When the user marks the student Absent in the AM section of the screen, DCSTARS will automatically mark the student Absent for the PM section as well. Students present in class do not need to be marked in DCSTARS. To mark a half-day absence, uncheck the portion of the day the student was present. Select the Reason for each entry. Your entry is not complete until the user entered the <u>required</u> Reason.

Check the **Attendance Entry Completed** box to save the attendance, and apply date/time for Attendance Entry Completion Log.

2) **Full Day/Multi-Day Absence**

Full Day/Multi-Day Absence screen is used to enter a single day or multiple days of student absences.

From the Daily Attendance Start Screen, go to Daily Attendance menu and select the **Full Day/Multi-Day Absence**.

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When accessing the Full-Day/Multi-Day Absence screen, the last student previously queried on another screen is automatically defaulted to this screen.
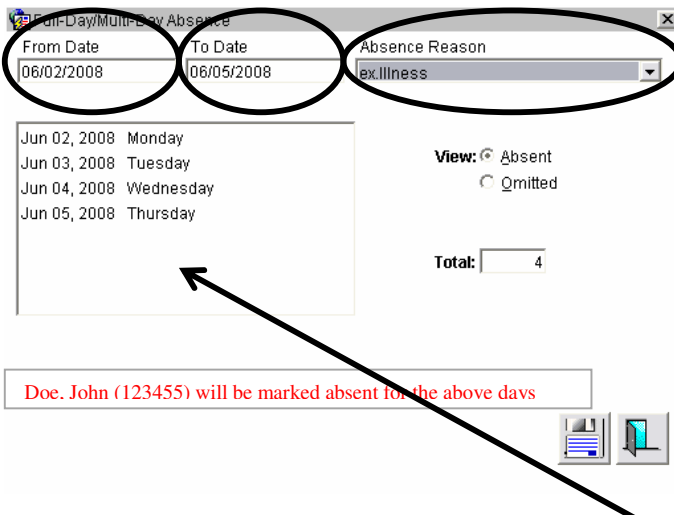
If a student is not previously queried on another screen, the **Select Pupil** window will appear.

Click **Yes** to choose another student, and **No** to select the current student.

Please Note: If the user selects YES, query a student from the Select Pupil window (F7, F8 functions). Click the **Select** button to choose the student.
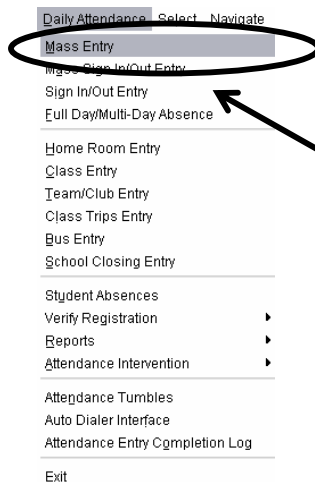
Enter the first date of absence in the **From Date** field, the last day of absence **To Date** field, and the appropriate absence reason in the **Absence Reason** dropdown menu.

The number of days the student is marked absent will appear and the student's detail record will reflect an absence for each class Daily.

Select the **Save** button to store your information and exit through the door to return to the Attendance Start Screen.

3) **Daily Attendance Mass Entry Screen**

The Daily Attendance Mass Entry Screen is a repository of all attendance records entered for a given day. The user is able to enter absence and tardy reasons for each class in this screen.

From the Daily Attendance Start Screen, go to Daily Attendance menu and select **Mass Entry**.

The Daily Attendance Mass Entry Screen will display.   All of the absent and late records entered in the Homeroom Class Entry screen and Full-Day/Multi-Day Absences are viewed in the Mass Entry screen.

The Mass Entry screen should be used for entering and updating absence reasons.

Each row represents one daily absence for the student.

Select the Office Reason from the dropdown.

The user must update both the AM and PM Reasons. DCSTARS will not automatically perform this function in the Mass Entry screen.

After updating the Daily Attendance Mass Entry screen, select the Save button 🖫 to save your entry.

To Add or Delete an attendance record from the Daily Attendance Mass Entry screen, select the **Insert/Delete** radio button.

Notice the ADD and DEL buttons are now accessible for manipulating student absence records.

To enter a new Daily Attendance absence for a student, click the Add button **ADD**.

A blank row will appear.

There are two ways to enter a student:

- Type the pupil number in the **Pupil No.** column.
- Select the **?** in the **Pupil No.** column, and query the student by last name and/or first name in the **Selec**t **Pupil** window.

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In the **AM Absent** section of the Daily Attendance Mass Entry screen, click the checkbox in the **A (absent)** or **L (late/tardy)** column. Select the Reason Code AM dropdown menu to select the reason why the student was absent or late. in the Class Entry column and select either **Absent** or **Late** for the student.

After entering the student's attendance information, select the Save button ![save icon] to save the entry.

Default Absent Reasons

The Daily Attendance Mass Entry screen offers the user to insert default fields for the AM Absent reason codes such that the Reason Code will automatically populate with the default value without having to manually enter the codes.

From the Daily Attendance Mass Entry screen, select the first dropdown menu next to Defaults to select the appropriate default for the entries.

After the user selects a default reason code, add a pupil record, and check the appropriate checkbox (**A or L**).

The Reason Code AM field automatically inserts the default code in both the Reason Code AM and Reason Code PM.

Click the Save button and exit through door to return to the Attendance Start Screen.

4) Student Absences Screen

Individual student absence data may be viewed from either:

Attendance module

OR

Common View menu on the
DCSTARS Start Screen
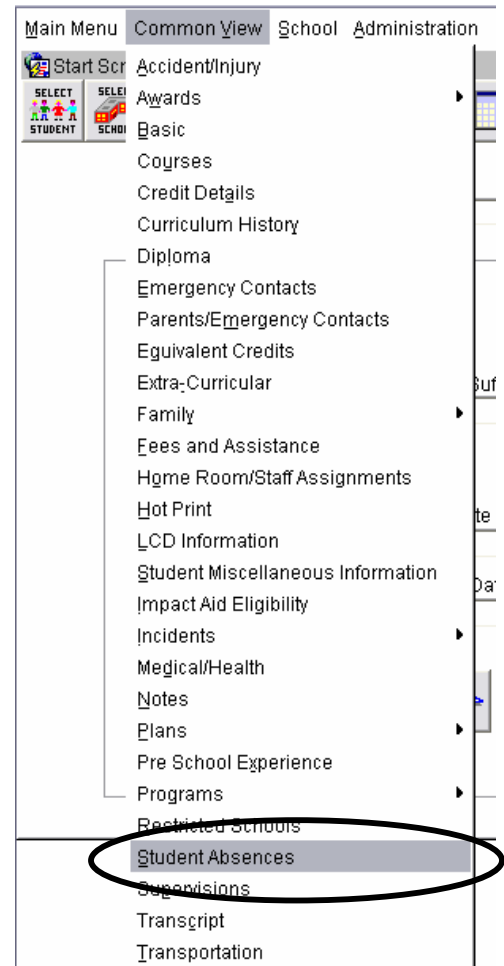
The student absences shows a list of all class Dailys for which a student has been marked absent or late along with the Office Reason assigned to the absence.

Select the Attendance History button [Attendance History] to view a summary of the student absence data at current and previous schools.

If the user desires to view a different student, manually delete the pupil number, type in the new pupil number, and then select Query.

This button will allow you to query another student by pupil number only.

Click the **Reasons** radio button to view the summary of the student absence data according to Reasons converted to full and ½ day absences.

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Action Edit Record Query Navigate Lock Common View Help Window

Period/Days Attendance Summaries

246   Hardy Middle School   Query

○ Days   ● Periods   ○ Reasons

Student: ulianna
Date Range - Start: 08/24/2007   End: 06/30/2008

Click the **Dailys** radio button to view the summary of the student absence data according to Dailys.

Period	Authorized	Excused	Unexcused	Total Absent	Total Late
1	1	4	3	8	3
2	0	0	0	0	0
3	0	0	1	1	0
4	1	2	4	7	0
5	1	3	0	4	1
6	0	3	2	5	0
7	0	7	6	13	0
Total	3	19	16	38	4

Select the Attendance History button **Attendance History** to view the students archived attendance history from previous years, including every school attended in the District of Columbia Public School System.
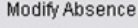
The Modify Absence button ![Modify Absence] allows the user with proper authority to make changes to a student's current year attendance records.

To print the students Attendance Summary, select the Hot Print button ![printer icon].

Select the Attendance Summary checkbox to view the information.

Select the Hot Print button.